

CVMS Readiness Training - Setting Up CVMS User Profiles

Version 1.0

December 2020

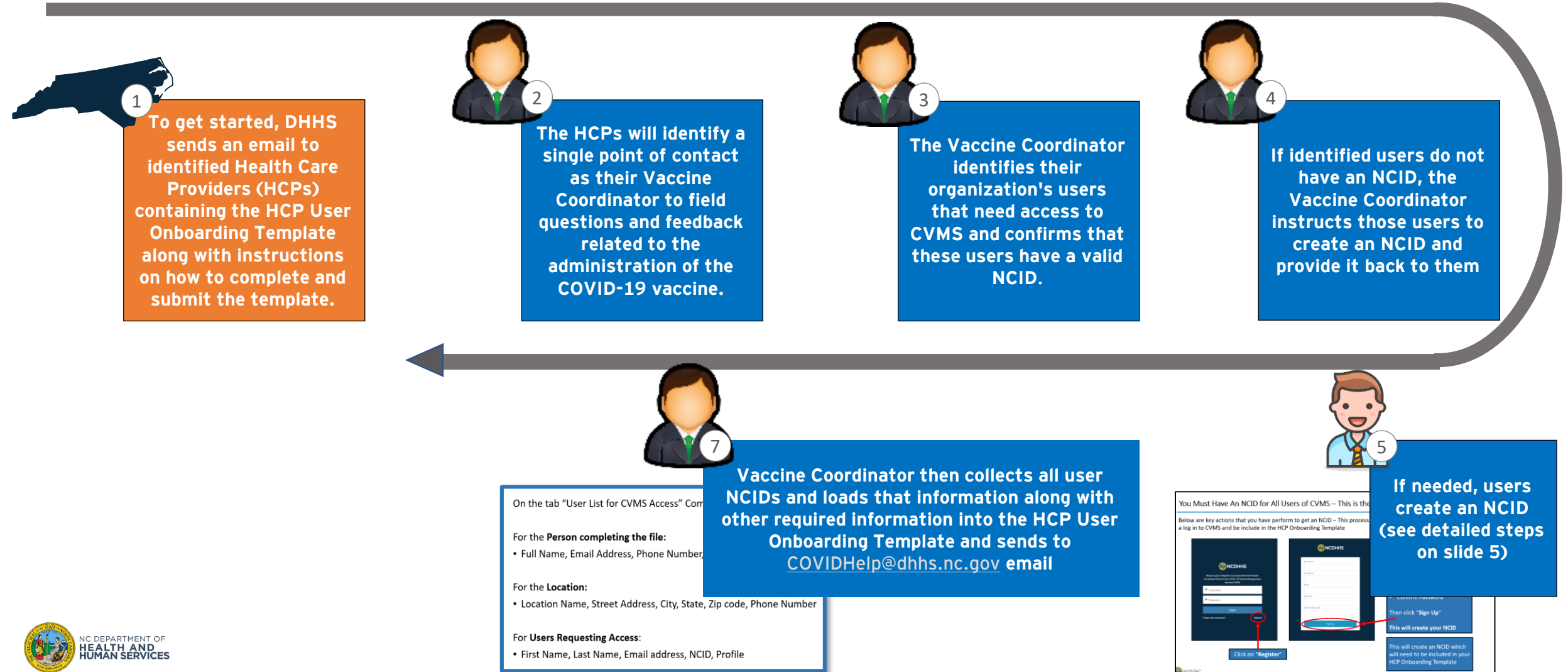


NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Let's do a quick overview of the HCP User Onboarding Template Process

Your Vaccine Coordinator (or similar role within your organization), will need **to complete the HCP User Onboarding Template for those who will need access into CVMS to track all the activities of the COVID-19 vaccine administration and roll out.** To make this process easy, you will be able to complete this process through the steps below.



Reminder of COVID-19 Vaccine Readiness Checklist on where to find this info

Below are key actions you can do right now to prepare for CVMS and administering the COVID-19 vaccine.

1. **Identify internal single point of contact for your employees to send questions** or provide feedback related to the administration of COVID-19 vaccine.
2. **Identify your organization's users that need to access to CVMS and confirm that these users have a valid NCID.** Instruct users that do not have a NCID to create a NCID and provide it to you.

3. Identify eligible employees or individuals that meet the Phase 1 criteria.

4. Determine how to receive employee information.

5. Train your staff on adverse events.

6. If storing equipment, summarize.


7. If storing

As part of the readiness checklist – Vaccine Coordinators will need to complete the Health Care Provider User Onboarding Template



HCP User
Onboarding Template

Each tray contains 195 vials and is roughly 9"x9"x1.6".

 NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

COVID-19 Vaccine Readiness Checklist for Phase 1 Organizations

This checklist contains recommended action items to help Phase 1 organizations ensure their readiness to administer COVID-19 vaccinations. The action items are listed in two tables: the first table are action items you can do today, and the second table are action items that you can do starting the week of December 7th when supporting information is made available. The action items in each table are listed in recommended sequence to address, and action items that are shaded blue are only applicable to Phase 1 Health Care Provider (HCP) organizations that are enrolled with the State of North Carolina to administer COVID-19 vaccines.

Please contact the COVID-19 Vaccine Management System (CVMS) Help Desk at CVMS-help@dhs.nc.gov with any questions related to this Readiness Checklist.

Action Items You Can Do Today

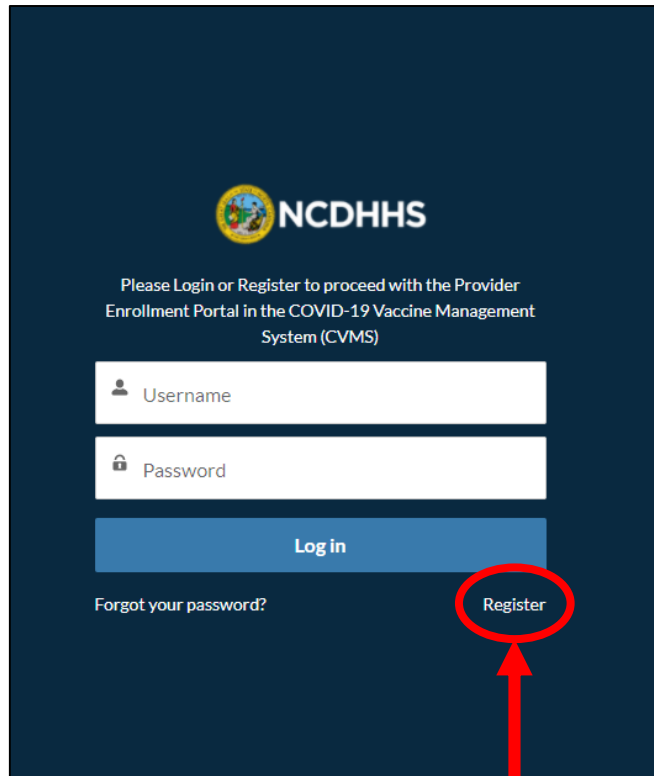
✓	✓	Action Item	Supporting Information
<input type="checkbox"/>	<input type="checkbox"/>	3. Identify eligible employees or individuals that meet the Phase 1 criteria.	Please see the Appendix of this document for the North Carolina Phase 1 Prioritization / Eligibility Matrix. Please use the State-provided Employee Bulk Upload Template to begin to document Phase 1 eligible employees / individuals. See below for definitions of Risk column and Type column in the Employee Bulk Upload Template. FIELD DEFINITIONS FOR EMPLOYEE BULK UPLOAD TEMPLATE <ul style="list-style-type: none">• RISK (column D): Should be noted as "High" if the employee is responsible for caring/cleaning in areas with COVID-19 patients, performing tasks with high risks of aerosolization (intubation, bronchoscopy, suctioning, invasive dental procedures, invasive specimen collection, CPR), responsible for handling decedents with COVID-19, or planning to administer the COVID Vaccine.• TYPE (column E): Select Employee if person is working for the organization and select Individual if the person is a resident of the organization (e.g., residents of a nursing home).
<input type="checkbox"/>	<input type="checkbox"/>	4. Determine process for prioritizing and scheduling employees to receive the COVID-19 vaccine (two doses) and logistics on where employees will need to go to receive the COVID-19 vaccine.	The Pfizer and Moderna COVID-19 vaccines require two doses. The minimum number of days between the first and second dose is expected to be 21 calendar days for the Pfizer vaccine and 28 calendar days for the Moderna vaccine.
<input type="checkbox"/>	<input type="checkbox"/>	5. Consider developing internal FAQs for your organization to help employees understand the COVID-19 vaccination process.	This document could include details on the specific process for employees to schedule and receive the COVID-19 vaccine, timing on when the COVID-19 vaccine is expected to be received, where to go to learn more about the COVID-19 vaccines, and your organization's policy or expectations on employees getting the COVID-19 vaccine.
<input type="checkbox"/>	<input type="checkbox"/>	6. HCPs Only: Train your designated vaccine administrators on how to report an adverse event in VAERS following a COVID-19 vaccine administration.	Per the CDC COVID-19 Vaccination Program Provider Agreement, COVID-19 vaccination providers are required to report adverse events following COVID-19 vaccination and should report clinically important adverse events even if they are not sure if the vaccination caused the event. https://www.cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html

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Getting Ready for CVMS – Creating User Profiles

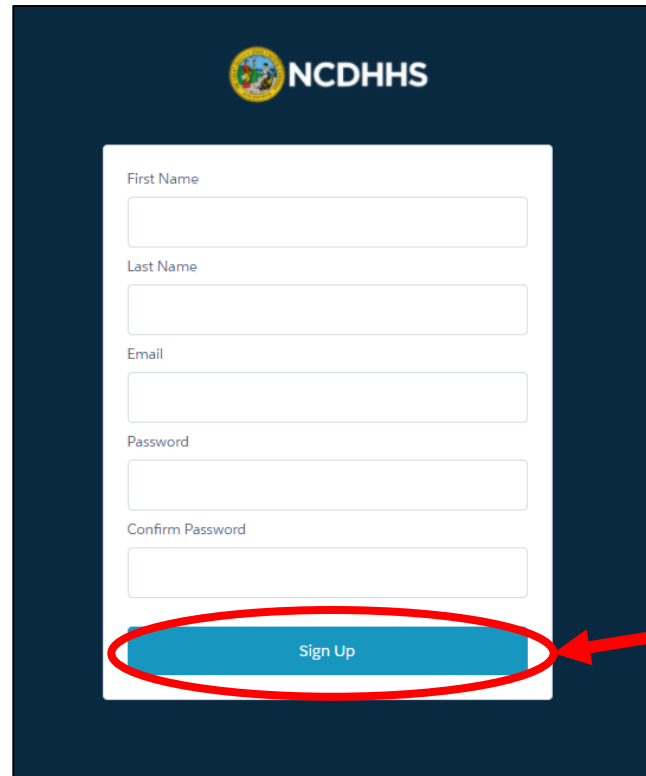
You Must Have An NCID for All Users of CVMS – This is the process for creating an NCID

Below are key actions that you have perform to get an NCID – This process must be done for each person who will need a log in to CVMS and be include in the HCP Onboarding Template



The screenshot shows the NCDHHS login and registration page. At the top is the NCDHHS logo. Below it, the text reads: "Please Login or Register to proceed with the Provider Enrollment Portal in the COVID-19 Vaccine Management System (CVMS)". There are two input fields: "Username" and "Password". Below these is a blue "Log in" button. At the bottom left is a link "Forgot your password?". At the bottom right is a "Register" link, which is circled in red. A red arrow points from a text box below to this "Register" link.

Click on **"Register"**



The screenshot shows the registration form. At the top is the NCDHHS logo. The form has five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm Password". At the bottom is a blue "Sign Up" button, which is circled in red. A red arrow points from a text box to this "Sign Up" button.

The user needs to complete the required fields:

- First Name
- Last Name
- E-mail
- Password
- Confirm Password

Then click **"Sign Up"**

This will create your NCID

This will create an NCID which will need to be included in your HCP Onboarding Template

Getting Ready for CVMS - Creating Your HCP Onboarding Template

There are TWO main HCP profiles: Healthcare Provider and Healthcare Location Manager

	Profile: Healthcare Provider	Profile: Healthcare Location Manager
Who should have this profile?	Front Desk, Nurse, Doctor	Location Admin, Healthcare Employers, Vaccine Coordinators, Vaccine Admins
What functions can this profile do in CVMS?	View Patients, Administer Vaccine, View Proof of Vaccination	All Healthcare Provider functions + Inventory, Shipments, Wastage, Location Management

- *NOTE: The Vaccine Coordinator will help with designating these profiles to employees.*

Name of Person Preparing List:		Email Address:	
Title:		Phone Number:	
Location Name:			Location Phone Number:
Location Street Address:			Location City:
Location State:		Location Zip code:	

First Name	Last Name	Email Address	NCID	Profile

On the tab "User List for CVMS Access" Complete the following

for the **Person completing the file:**
Full Name, Email Address, Phone Number, Title

for the **Location:**

The "NCID" column is to be filled out with the NCIDs for each person needing a log in

- Full Name, Email Address, Phone Number, Title

- Location Name, Street Address, City, State, Zip code, Phone Number

- First Name, Last Name, Email address, NCID, Profile

The “**NCID**” column is to be filled out with the NCIDs for each person needing a log in credential for CVMS

Thank you!